



COMMAND, CONTROL,  
COMMUNICATIONS, AND  
INTELLIGENCE

OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE  
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April 13, 2000

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
DIRECTORS OF THE DEFENSE AGENCIES  
DIRECTOR, JOINT ELECTRONIC COMMERCE  
PROGRAM OFFICE

SUBJECT: Extension of Completion Date for DoD Paperless Contracting

Paperless Contracting (PC) is that area of paperless acquisition that seeks the elimination of paper from the contract process, from requirements generation to closeout. This effort was to have been completed by January 1, 2000. Although significant progress was achieved, the goal was not met. With the agreement of the Deputy Secretary of Defense and Director, Defense Reform Initiative, I have established a revised completion date for paperless contracting. That date is January 1, 2001. By this date, 90% of transactions that constitute this area of acquisition shall be paperless. To this end, I further direct the following actions:

- The PC Overarching Integrated Product Team (PC OIPT) will continue to provide oversight to, and management of, the paperless efforts.
- The Paperless Contracting Working Integrated Process Team (PC-WIPT) shall remain constituted until January 1, 2001, and continue to report to the DoD CIO through the PC OIPT.
- The Military Services, Defense Finance and Accounting Service (DFAS), the Defense Information Systems Agency (DISA), the Defense Logistics Agency (DLA), the Defense Contract Management Activity (DCMA), the Defense Contract Audit Agency (DCAA), and the Joint Electronic Commerce Program Office (JECPO) shall continue to have assigned points of contact to the PC-WIPT and attend such meetings as called by the PC-WIPT.
- The Military Services and Defense Agencies currently reporting monthly metrics and strategic business plans to the PC-WIPT will continue to provide this data. Data must be received by the PC-WIPT 10 working days following the 20<sup>th</sup> of each month. If data cannot be provided on this schedule, a senior Service or Defense Agency individual will provide a written explanation to me.

Paul R. Brubaker  
Acting Deputy Chief Information Officer

